

CFSC-CYS

S: 30 September 2000
JUL 11 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: National Youth Sports Coaches Association (NYSCA) Certification of Youth Sports & Fitness Coaches in Army Morale, Welfare and Recreation Programs

1. Purpose: To establish operating guidance and procedures for certifying individuals serving as Youth Sports and Fitness (S&F) Coaches in Army Morale, Welfare and Recreation (MWR) Programs.
2. Scope and Applicability: This memorandum applies to individuals serving as Youth S&F Coaches in Army MWR Programs. Youth S&F programs include those conducted by installation Child and Youth Services (CYS), other MWR programs, community partners, and third party contractors.
3. Background: Coaches play an important role in ensuring that children and youth participating in Army sports programs have a positive and beneficial experience. Untrained coaches can unknowingly cause physical and/or psychological harm. Certification prepares them for the responsibilities of coaching and establishes minimum requirements for those entrusted to working with young athletes.
4. Requirements:
 - a. The Army has selected the National Alliance for Youth Sports (NAYS) as the certifying organization for Army Youth S&F Programs. The National Youth Sports Coaches Association (NYSCA) is the subdivision of the NAYS organization that is responsible for developing the coaches' certification training materials and managing the certification process.
 - b. Each installation CYS S&F Program will become a sanctioned NYSCA Chapter, authorized to provide training in order to fulfill all requirements for NYSCA coaches' certification.
 - c. Individuals who serve as Army Youth S&F coaches must complete all requirements to obtain and maintain NYSCA Certification.

CFSC-CYS

SUBJECT: National Youth Sports Coaches Association (NYSCA) Certification of Youth Sports & Fitness Coaches in Army Morale, Welfare and Recreation Programs

d. Headquarters, Department of the Army Community and Family Support Center (CFSC) will centrally fund each NYSCA Chapter affiliation, registration of CYS authorized S&F clinicians, and the annual certification fees for coaches.

5. Certification Responsibilities:

a. The CYS Sports & Fitness Director will serve as the installation NYSCA Chapter Director and be responsible for:

- (1) Establishing the installation NYSCA Chapter (enclosure 1);
- (2) Fulfilling the terms outlined in the Chapter agreement;
- (3) Recruiting and monitoring/supervising NYSCA qualified S&F clinicians;
- (4) Ensuring that all coaches are certified using NYSCA materials and are registered in the NAYS database; and
- (5) Serving as the primary contact for all Chapter business.

b. A CYS S&F Clinician will administer the installation NYSCA Coaches Certification Program.

(1) Youth Sports and Fitness clinicians are individuals, authorized by the CYS Sports and Fitness Director, who have demonstrated proof of sports specific skills and expertise, a proof of NYSCA coaches' certification and have completed the NYSCA "train the trainer" course.

(2) Coaches certification clinics will be facilitated by an authorized S&F clinician(s) with subject matter expertise in the specific sport offered. (Actual instructional content is contained in the NYSCA videotape). Multiple clinicians may be required.

(3) The CYS S&F Director will assume responsibility as the lead CYS S&F Clinician if no such position exists on the installation.

c. Content for initial Youth S&F Coaches Certification training (Introduction to Coaching Youth Sports) will include: the positive coaching philosophy for children and youth sports; how to teach fundamentals of a particular sport: injury prevention and treatment; child abuse prevention; ways to maximize athletic benefits in line with the developmental levels of the children/youth; first aid; safety; nutrition; substance abuse prevention; and guidelines for organizing fun, effective, and smooth-running practices.

CFSC-CYS

SUBJECT: National Youth Sports Coaches Association (NYSCA) Certification of Youth Sports & Fitness Coaches in Army Morale, Welfare and Recreation Programs

d. Content for annual renewal of Youth S&F Coaches Certification training will be provided under separate correspondence.

6. The NYSCA Benefits for Coaches:

Each NYSCA certified coach will receive: \$1M excess liability coverage, quarterly issues of the NAYS Youth Sports Journal, and an official membership card noting enrollment in the National Youth Sports Coaches Association.

7. Implementation Timeline:

a. Effective 1st QTR, FY01 all individuals serving as Youth S&F coaches in Army MWR programs must be NYSCA certified.

b. Installations should begin implementing these procedures upon receipt of this memorandum.

8. Procedural Information:

Procedures for establishing the installation NYSCA Chapter, details of the Certification process and responsibilities of the NYSCA Chapter Director are at encl 1.

9. Questions and Answers:

A series of questions and answers about NYSCA certification requirements and procedures are at enclosure 2.

10. Request this memorandum be distributed to all organizations that have responsibility for Army child and youth sports.

11. The CFSC point of contact for this action is Mr. R. Lee Morrison, DSN 761-7231, commercial (703) 681-5389, or E-mail: lee.morrison@cfsc.army.mil.

12. The NYSCA point of contact for this action is Mr. Mike Pfahl, (800) 729-2057, (561) 684-1141, or E-mail: pfahl@nays.org.

Encls

ORIGINAL SIGNED

HAROLD E. COONEY
COL, FA
Deputy Commander

CFSC-CYS

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CF:

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NATIONAL YOUTH SPORTS COACHES ASSOCIATION (NAYS) CHAPTER

NYSCA Chapter Application Process

The Child and Youth Services (CYS) Sports and Fitness Director will:

- ✓ Contact the National Youth Sports Coaches Association (NYSCA) Headquarters (1-800-729-2057) and work directly with the Army Liaison representative in order to establish the installation NYSCA Chapter.
- ✓ Complete the Chapter Agreement/General Information form.
- ✓ Review the Introduction to Coaching Youth Sports Operations Manual and complete NYSCA exam (page 13). The successful completion of the exam verifies the qualifications and understanding of the individual to serve in the capacity of an NYSCA Chapter Director.
- ✓ Forward completed installation NYSCA Chapter Agreement and completed exam to:

The National Alliance for Youth Sports (NAYS)
2050 Vista Parkway
West Palm Beach, FL 33411

NYSCA Coaches Certification Process

The Child and Youth Services (CYS) Sports and Fitness Director will:

- ✓ Develop plan and timelines for clinics needed to ensure sufficient NYSCA certified coaches are available for each youth sports season.
- ✓ Conduct the first installation clinic within 90 days of qualifying as a NYSCA Chapter.
- ✓ Forward each sport specific roster with: (1) the name of the installation Chapter providing the training and (2) the names of the prospective coaches who have successfully completed the training, passed the written exam, and signed the Code of Conduct to the NAYS (see above address).

- ✓ Provide copies of each roster forwarded to NYSCA concurrently to the MACOM and CFSC in order for installation fees to be paid and data bases maintained.

U.S. Army and Community and Family Support Center
Attn: Child and Youth Services Directorate
4700 King Street
Alexandria, Virginia 22302-4418

- ✓ Ensure each coach who becomes NYSCA certified receives the official membership card noting enrollment in the National Youth Sports Coaches Association; and is notified about the \$1M excess liability insurance coverage and the quarterly issues of the NAYS Youth Sports Journal he/she will receive as a result of NYSCA membership.

NYSCA Chapter Director Responsibilities:

1. The CYS Sports and Fitness Director will serve as the NYSCA Chapter Director. Responsibilities include:
 - a. Serving as the primary point of contact for all Chapter business and
 - b. Qualifying as the CYS Sports & Fitness (S&F) Clinician responsible for the fulfillment of the terms outlined in the NYSCA Chapter Agreement.
2. The installation NYSCA Chapter Director will recruit, train, and oversee CYS S&F clinicians to support the Chapter.
 - a. The S&F clinicians act as “facilitators” of the certification program. [The actual “instructors” for the program are on the videotape and responsible for clinic content and information].
 - b. Newly certified S&F clinicians will observe at least one coach’s certification clinic facilitated by an experienced S&F clinician BEFORE they facilitate a clinic on their own.
 - c. The S&F clinicians may be recruited from the CYS staff, volunteer coaches, or other organizations that have responsibility for youth sports.
 - d. The S&F clinicians violating the tenets of the NYSCA while coaching (i.e., violates the Code of Conduct), will be removed without due process.
 - e. Clinicians must facilitate a minimum of one clinic per calendar year to remain qualified to conduct NYSCA certification clinics.

3. The installation NYSCA Chapter Director will order the training materials from NYSCA e.g. videos, print materials needed to provide the certification clinics.

a. Two weeks are required for delivery. Training videos and other materials to be used on a reoccurring basis must be hand receipted as Department of Army property.

b. The NYSCA videotapes and materials are protected by copyright and are the property of the NYSCA.

c. The installation NYSCA Chapter is responsible for all NYSCA property placed in its inventory. If an NYSCA certified coach wishes to borrow a videotape for a sport in which he/she has been certified, the Chapter Director assumes responsibility for the loan and return of the material through the hand receipt process.

d. At no time will a non-certified coach be permitted to borrow a NYSCA training video.

4. The installation NYSCA Chapter Director will ensure the training provided at each coaches certification clinic sponsored by the Chapter is properly documented and submitted to NYSCA within two weeks of completion.

a. The appropriate Sport Roster (roster templates can be found in the NYSCA Operations Manual) will be used. Information must be accurate, legible, and signed by the CYS S&F clinician. The CYS S&F clinician's signature on the roster is documentation for NYSCA Headquarters that each coach listed has completed all requirements for NYSCA certification in that sport.

b. The installation NYSCA Chapter will retain copies of all items and correspondence mailed.

5. The installation NYSCA Chapter Director will request a listing from NYSCA of the coach membership database for the Chapter on a quarterly basis or more frequently if needed. This listing will include:

a. The coach identification number and

b. The current level of certification attained by the member coach according to NYSCA records.

Certification for Army Youth Sports Coaches

QUESTIONS AND ANSWERS

Q. What is the National Alliance for Youth Sports?

A. The National Alliance for Youth Sports (NAYS), a not-for-profit association, is the leading advocate for healthy, positive, and safe sports for children involved in out-of-school sports activities.

Q. Why was NAYS selected as the certifying organization for Army Youth Sport and Fitness Coaches?

A. NAYS is the **only** national organization that trains and certifies youth sports coaches, officials, and administrators.

Q. What is the NYSCA?

A. The National Youth Sports Coaches Association (NYSCA) is the sub division of the NAYS organization that is responsible for developing the coaches' certification training materials and managing the certification process.

Q. Do all coaches have to be NYSCA certified to volunteer in Army Youth S&F Programs?

A. All Army Youth S&F coaches (i.e. team sports, individual sports) will be NYSCA certified regardless of which MWR or third party organization is the proponent for the sport offered.

Q. How do installation coaches become NYSCA certified?

A. Each installation that sponsors Army youth team sports is required to establish an NYSCA Chapter as part of developing a common Army wide infrastructure for CYS Sports and Fitness programs. This NYSCA Chapter becomes the organization authorized to provide training that fulfill the requirements for NYSCA coaches' certification.

Q. What are the installation NYSCA Chapter Director's responsibilities?

A. The installation NYSCA Chapter Director (usually the CYS Sports and Fitness Director) is responsible for fulfilling the terms outlined in the Chapter Agreement and serves as the primary contact for all Chapter business. The Chapter Director also functions as a youth S&F clinician and trains additional clinicians to support the Chapter as necessary.

Q. Are there costs involved in establishing an installation NYSCA Chapter and certifying S&F clinicians and youth coaches?

A. The costs of establishing the installation NYSCA Chapter as well as certification costs for clinicians and coaches are covered through an Army centrally funded contract.

Q. What "benefits" do NYSCA certified coaches receive?

A. Coaches that successfully complete the initial *Introduction to Coaching Youth Sports* are entitled to one year Excess Liability Insurance Coverage (\$1,000,000), membership in the NYSCA, and quarterly issues of the NYSCA Youth Sports Journal.

Q. Who is eligible to attend NYSCA certification clinics?

A. NYSCA certification clinics are open to adults who would like to become volunteer coaches in Army Youth Sports and Fitness (S&F) Programs.

Q. What requirements must coaches meet to become NYSCA certified?

A. Coaches must complete the NYSCA Introduction to Coaching Youth Sports clinic which is generally four hours in length, sign a code of conduct and pass a short exam given at the end of the clinic.

Q. When should NYSCA coaches' certification training be scheduled?

A. Coaches' training should be completed before the first day of registration for the sport to be offered (e.g. have coaches trained before 1 April if that is the date chosen for registration for the youth baseball season). Past experience should serve as a guide as to how many coaches are needed for the season.

Q. What are the responsibilities of the CYS Sports and Fitness Clinician?

A. The S&F clinician is the “facilitator” of the certification program for a particular sport. The S&F clinician is responsible for setting up the classroom, getting the equipment in working order, providing handouts for the clinic, conducting the NYSCA exam, administering the Coaches Code of Conduct and encouraging group discussion.

Q. What are the qualifications for a clinician?

A. S&F clinicians must demonstrate sports specific knowledge and skills, have proof of NYSCA coaches’ certification and have completed the NYSCA “train the trainer” course. S&F clinicians may be recruited from the CYS staff, volunteer coaches, or other organizations that have responsibility for youth sports.

Q. How many clinics does an S&F clinician have to conduct per year?

A. Each S&F clinician must facilitate a minimum of one clinic per calendar year to remain certified

Q. When should NYSCA coaches’ certification training be scheduled?

A. Coaches’ training should be completed before the first day of registration for the sport to be offered (e.g. have coaches trained before 1 April if that is the date chosen for registration for the youth baseball season). Past experience should serve as a guide as to how many coaches are needed for the season.

Q. What is the procedure if non-military affiliated civilians (local community) attend a certification clinic on the installation?

A. The installation NYSCA Chapter must send in two rosters. One roster should list Army Youth S&F coaches and the other should list non-military affiliated coaches. A \$20.00 check is required for each non-military affiliated coach.